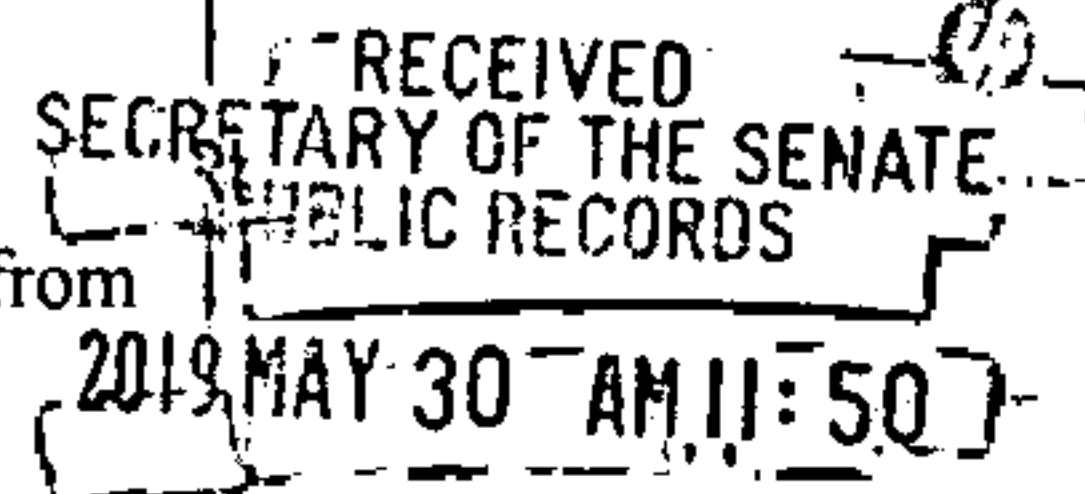


Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program) ("AISP")

Travel date(s): May 10 -12, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|-------------------------|--|---|
| <input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount | \$101.20 for bus | \$246.26 for two nights | \$177.39 for breakfast, lunch, and dinner for two days | \$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning) |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Participated in a Socrates Seminar to discuss leadership, responsible governance, and the role of Congress at the Aspen Institute's Wye River Campus in Maryland.

5/30/19
(Date)

Alaura M. Ervin
(Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4.18.19
(Date)

(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC APR18'19PM 5:43

Name of Traveler: Alaura M Ervin

Employing Office/Committee: _____ Senator Tim Scott

Private Sponsor(s) (list all): The Aspen Institute

Travel date(s): **Friday, May 10, 2019 to Sunday May 12, 2019**

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Queenstown, Maryland

Explain how this trip is specifically connected to the traveler's official or representational duties:

Deputy Legislative Assistant's role is to brief the Senator on legislative developments in assigned issue areas and serve as a liaison with committee and agency staff. Role includes building coalitions on various initiatives and managing Legislative Correspondents efforts to track legislation for constituent responses. This seminar will provide an educational experience by exchanging ideas on contemporary issues through expert-moderated dialogue with bi-partisan and bicameral professional staffers. This program will also diversify participants professional network and allow them to explore current leadership challenges while sharing differing viewpoints

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/18/19
(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):


I, Senator Tim Scott hereby authorize Alaura M Ervin
(Print Senator's/Officer's Name) *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒ 1 0

4.18.19
(Date)

ee's spouse or child is appropriate to assist in the representation



(Signature of Supervising Senator/Officer)

Cordell Carter, II | The Aspen Institute
Director, Socrates Program

2300 N St. NW, Suite 700
Washington, DC 20037
(202)736-2922
cordell.carter@aspeninstitute.org

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- OR -

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

- ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted the trip (including selected the participants, developed the agenda, planned the seminar and coordinated the travel). (See attached Appendix)

- The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas. (See attached Appendix)

- The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional trips; the Socrates Program, specifically, also has conducted congressional trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute organizes numerous educational activities, including briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organization leaders, members of the press and the general public. (See attached Appendix.)

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|---|-------------------------|--|--|---|
| <input checked="checked" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts | \$78 for bus | \$236 for two nights (\$118 per night) | \$142 for breakfast, lunch, and dinner for two days (\$71 per day) | \$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning) |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) The trip involves an event that is organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The conference center is close to Washington, DC, which provides for ease of travel for participants and moderator(s).

19. Name and location of hotel or other lodging facility:

Wye River Conference Center, 600 Aspen Dr, Queenstown, MD 21658

20. Reason(s) for selecting hotel or other lodging facility:

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning. The Aspen Institute owns the Wye River Conference Center property.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Rooms are \$118/ day, which reflects the per diem limit.

Meals are \$71/day, which reflects the per diem limit.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and the conference center.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Program

Name of Organization: The Aspen Institute

Address: 2300 N Street NW, Washington DC 20037

Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)

Fax Number: 202-467-0790

E-mail Address: lisa.jones@aspeninstitute.org

**Appendix to Private Sponsor Travel Certification Form, Aspen Institute
Socrates Program for the Emerging Governance Leaders Seminar, May 10-12,
2019**

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) –The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.



Emerging Governance Leaders Seminar

Leadership & the Role of Congress

(Moderated by Dr. Colleen Shogan)

Seminar Weekend Schedule

May 10-12, 2019

Aspen Institute Wye River Campus

Queenstown, Maryland

Seminar Location: River House

Friday, May 10th

- | | |
|-----------------------|---|
| 5:00 p.m. | Shuttle departure from Capitol Hill |
| 6:45 p.m. | Shuttles arrives at Aspen Institute Wye River Campus |
| 7:00 p.m. - 8:00 p.m. | Check-In & Registration <i>River House</i> |
| 8:00 p.m. - 9:30 p.m. | Socrates Opening Dinner and Program "Responsible Governance and Your Role in Congress" A conversation addressing norms of governance, hyper-partisanship, political polarization, and the experiences of Congressional staffers. Moderated by Cordell Carter , Socrates Program Director <i>River House Dining Room</i> |

Saturday, May 11th

- | | |
|------------------------|--|
| 7:45 a.m. - 9:00 a.m. | Breakfast <i>River House Dining Room</i> |
| 9:00 a.m. - 12:00 p.m. | Seminar Session I: The Evolution of Congress: How Did We Get Here? <i>River House Main Conference Room</i> Seminar discussion based on the following texts and videos: Origins: <ul style="list-style-type: none">• Hamilton or Madison, "No. 57" and "No. 63," The Federalist Papers, 1788 |

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- ## What Does It Mean to Represent? Mr. Smith versus Charlie Wilson

- 10:30 a.m. – 10:45 a.m.

River House Break Room

Working Lunch with Discussion of Seminar Session I

River House Dining Room

Seminar Session II: Congress and Its Governance Challenges

Seminar discussion based on the following texts:

- ### Resources and Knowledge in Congress

- ### Technology and Changing Norms of Representation

- Page 2 of 4



- Sarah Binder, "Legislating in Polarized Times," *Congress Reconsidered*

Afternoon Break
River House Break Room

Historical Tour of Wye

The Aspen Institute Wye campus is a site imbued with historical moments in American political discourse and policy decisions – from early days as the home of William Paca, a signer of the Declaration of Independence and the third governor of Maryland, to more recent moments as the site for negotiations between Israel and the Palestine Authority. This historical tour will connect the seminar to place and embody the rich history of American discourse and governing in Washington and beyond.

Wye Campus

Working Dinner with Discussion of Seminar Session II

Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

River House Dining Room

Fireside Chat

"Life & Lessons in Congress"

A conversation with **William Hoagland**, Bipartisan Policy Center Senior Vice President and **Lorelei Kelly**, Fellow-In-Residence at the Georgetown University Beeck Center for Social Impact + Innovation

Conversation will cover the personal and professional realities of pursuing a career as a congressional staffer and juxtapose them with the larger implications of representing congress, focusing on how congress's role as the interlocutor of the American people, particularly in the digital age, is evolving, and with it the roles and responsibilities of its staff.

Moderated by **Cordell Carter**, Socrates Program Director

River House Library

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